



Center of International  
Contemporary Art  
VANCOUVER

## **CICA Vancouver Volunteer Call**

### Part-time Events Assistants

**Organization:** Vancouver Centre of International Contemporary (CICA Vancouver)

**Deadline:** On-going

#### **Organization Description:**

CICA Vancouver is a non-profit multidisciplinary art organization established in 2021. We bring global ideas to Vancouver and local ideas to the world. Through exhibitions, panel talks, workshops, and special events, we provide a forum for everyone to step into the art and learn while having fun. We aim to enhance public engagement in the arts and bridge local and international artists for idea exchange, knowledge sharing, and collaboration.

**Website:** <https://cicavancouver.com/>

#### **Volunteer Opportunity Description:**

From set-up to clean-up, Event Assistants help with the smooth operation of CICA Vancouver's opening receptions, panel talks, artist interviews, and other special events. Event Assistants should be personable, observant, and able to work well in a fast-paced, public-facing workplace. The Serving It Right accreditation is a valuable asset. This is a fantastic chance for the Event Assistants to interact with the artists, patrons, members, and other guests of CICA Vancouver.

#### **Detailed Volunteer Information:**

For our opening night reception, we are looking for receptionists to receive and guide the guests, ensure the smooth flow of the events and answer questions about the organization and the exhibition. Volunteers will also be placed at the door of the gallery to assist with guest check-in and greeting.

#### **Time commitment:**

The opening reception usually runs from 5 PM to 8 PM. A beforehand training is mandatory, which happens from 4 PM to 5 PM on that day, at the gallery. Information about the exhibition will be distributed to all volunteers, as well as health and safety guidelines.

#### **Qualifications:**

Aged 19 or above.

Fluent in English. Working knowledge of a second language will be an asset.

Interested in art.

No previous work or volunteer experience is required, but priority will be given to people who have an art-related education background and/or work experience within related areas.

#### **How to apply:**



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Please apply via this link <https://forms.gle/mtpUD7ZksF788PX19>

Or email your resume and availability to [info@cicavancouver.com](mailto:info@cicavancouver.com). Should you have any questions, please don't hesitate to contact us.

**Contact Name:** CICA Vancouver

**Contact Email Address:** [info@cicavancouver.com](mailto:info@cicavancouver.com)